



## Volunteer Job Description

<b>TITLE:</b>	<b>VOLUNTEER FUNDRAISER</b>		
<b>DEPARTMENT:</b>	<b>CITY CLERK</b>	<b>REPORTS TO:</b>	<b>CITY CLERK</b>
<b>STATUS:</b>	<b>VOLUNTEER</b>	<b>EFFECTIVE DATE:</b>	<b>JANUARY 1, 2012</b>

### **JOB SUMMARY**

Under the general direction of the City Clerk this position is responsible for raising funds and obtaining sponsors for the upcoming Centennial for the City of Sequim and for the Music & Movies in the Park program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The person in this position performs duties and responsibilities which may include, but are not limited to, any combination of the following tasks:

- Acquire sponsors for the City of Sequim Centennial celebration, the Music & Movies in the Park program or other special events/activities established by the City of Sequim
- Establish cooperative, reciprocal relationships with individual donors and foundations
- Develop annual fundraising goal and business strategies/best practices to achieve revenue goals
- Establish and cultivate new customers to reach revenue generation
- Build relationships with corporate leaders who can support fundraising initiatives and involve them at the appropriate time. Manage such contacts for not only short-term results, but also upgraded long-term relationships
- Determine market potential and target companies
- Provide a high level of customer service to ensure customer satisfaction
- Work with the City Clerk to ensure that the appropriate media coverage is obtained
- Continually seek to improve and maintain fundraising skills, including maintaining knowledge of current trends in fundraising
- *Other duties as assigned.*

## **EDUCATION and EXPERIENCE**

Previous work experience in fundraising or outside sales

## **KNOWLEDGE, SKILLS and ABILITIES**

- Knowledge and skills in fundraising or outside sales that involves building and maintaining beneficial sales relationships
- Selling and negotiation skills
- Knowledge and ability to identify, cultivate, recruit, and maintain relationships with representatives from identified companies
- Ability to understand and navigate corporate cultures to achieve goals
- Skills in written and oral communication

## **SPECIAL REQUIREMENTS and/or CERTIFICATIONS**

Possession of or the ability to obtain and maintain throughout employment a valid Washington State driver's license, along with proof of insurability. Satisfactory completion of criminal background check.

## **PHYSICAL ABILITIES**

The employee may be required to sit at a work station for extended periods of time, frequently using a computer and/or the phone. This individual must have the ability to:

- Hear at a normal level (or with accommodations);
- Verbally communicate in person and by telephone;
- Stand, walk, and drive as needed throughout day

## **WORKING CONDITIONS**

Work is primarily performed indoors in an office or conference room setting, as well as at events and meetings throughout the community.